



FIDES et OPERA

BROMLEY
HIGH SCHOOL

GDST
GIRLS' DAY SCHOOL TRUST



Lunchtime Assistant

September 2025

RECRUITMENT BRIEF

Bright Minds, Bright Futures

The Role

We are seeking to appoint a part-time, term-time only Lunchtime Assistant who will provide supervision of pupils during break and lunchtime (10 hours per week).

This role will include general supervision of the dining hall, management of queues, assisting pupils where necessary, supporting the allergen management procedures and cleaning areas as required. The position involves ensuring the well-being of students and maintaining a positive and inclusive atmosphere. The role will report to the Headmistress' EA/HR Manager.

This is a part-time role (1100-1300 daily), working term-time only and the successful candidate will be expected to be flexible around the needs of the school and to provide assistance at occasional evening and weekend events if required. There may be an opportunity for increased hours for the right candidate.

The School

This is an exciting opportunity to join an outstanding HMC school with an exemplary reputation for academic results, innovation and pastoral care. Bromley High School is a consistently oversubscribed academically selective girls' school with 900 pupils from 4-18 and is a member of the Girls' Day School Trust (GDST). In 2018 the school was recognised by ISTIP as a centre of excellence for training and development of new teachers.



Job Description

Job purpose: To provide supervision of pupils during break and lunchtime.

Accountable to: Headmistress' EA/HR Manager

Key Responsibilities:

- Supervising pupils at in the dining room.
- Ensuring that acceptable behaviour standards are maintained.
- Controlling dining hall queues.
- Overseeing pupils in the dining hall and outside areas.
- Encouraging healthy eating.
- Assisting with allergen management procedures.
- Preparing the dining hall between break and lunch, including laying out cups.
- Cleaning up spillages promptly.
- Encouraging pupils to clear away properly.
- General assistance to pupils and the Catering team where necessary.

Person Specification

- Relate well to children and staff.
- Be responsible.
- Be assertive.
- Respond calmly and quickly to developing situations.
- Have experience of dealing with children.
- Be organised and able to keep simple records.
- Work well in a team setting.
- Have a good sense of humour and friendly nature.
- Be flexible and able to use initiative.

Training & Development of self and others

- A willingness to undertake a First Aid Qualification would be desirable.
- To participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills, including attendance at annual safeguarding training.

Review and amendment: This job description should be seen as enabling rather than restrictive and will be subject to regular review.

You Will Be

Positive & Enthusiastic

Professional & Motivated

Flexible & Approachable

You Will Have

A high degree of personal drive and energy

An innovative approach



All Members Of Staff Are Expected To

Support the school vision and the current school objectives outlined in the School Development Plan

Contribute to the school's plan of extra-curricular activities

Support and contribute to the school's responsibility for safeguarding students

Respect the health and safety policy, ensuring a safe working environment for staff, students and visitors

Work within the GDST's Diversity Policy, promoting equality of opportunity for all students and staff

Maintain high professional standards of attendance, punctuality, appearance, conduct positive, courteous relations with students, parents and colleagues

Engage actively in the performance review process

Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars

Undertake other reasonable duties related to the job purpose required from time to time



Salary & Benefits

The salary for this role will be GDST Grade 1 with a starting salary of £27,080. Pro-rata salary for 10 hours per week term-time only is approximately £6,302.76 (23.27% FTE).

- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- A discount of up to 50% on fees for children at GDST schools, pro-rata
- Interest free loans for training, computer purchase loans and travel season ticket
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- Access to school multi-gym, swimming pool, yoga classes

Please note that the GDST recruitment policy means that contracts are subject to a probationary period.

How To Apply

Applications must be received by 8.00am on **Monday 15th September 2025**.

Interviews will take place w/c Monday 15th September 2025.

Please note that early applications are encouraged, and the position may be closed sooner in the event of sufficient suitable applications being received.

Please apply sending a covering letter and completed application form to hr@bro.gdst.net.

CVs are welcomed but they must accompany a fully completed application form.

Candidates who are invited to interview will be required to bring an original identification document (e.g. passport) and proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications.

Bromley High School and the GDST are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Any candidate wishing to seek additional information should contact:

Debbie Lewis, Headmistress' EA /HR Manager – d.lewis@bro.gdst.net



www.bromleyhigh.gdst.net